

**Guidelines for Supervision  
of  
Licensed Associate Counselors (LAC) and Licensed Associate Marriage and Family  
Therapists (LAMFT)**

*Guidelines that represent some of the responsibilities the Arkansas Board of Examiners in Counseling (ArBOEC) expects the Licensed Supervisor of the LAC and the LAMFT to uphold and follow*

**Requirements for Maintaining the Supervision License**

- 1) Maintain a current license from ArBOEC.
- 2) Obtain the minimum requirement of 1-hour continuing education credits in supervision per year (2 hours during each 2 year renewal period).
- 3) Maintain a current statement of supervisor's individual theory of counseling and individual theory of supervision on file with the Board.
- 4) Maintain good standing with the Board as a LPC and/or LMFT.

**Responsibilities of Supervisor to the State Board of Examiners**

- 1) Supervisors essentially perform the screening for:
  - a. When the LAC/LAMFT is to change from one Phase to the next (ability to practice counseling with less supervision).
  - b. When the LAC/LAMFT is ready to petition to become licensed as a LPC/LMFT.

*In screening and recommending changes in supervision, the supervisor's responsibility is to protect the interests of the citizens of Arkansas, not the LAC/LAMFT.*
- 2) Evaluate LAC/LAMFT counseling performance on an on-going basis (with some video, audio, and/or live observation of the LAC/LAMFT counseling sessions).
- 3) Evaluate LAC/LAMFT ethical and professional awareness and performance every 6 months minimum.
- 4) Follow through with LAC/LAMFT to verify that he or she has completed and sent in the Contact Hour (CCH) report and Evaluation report each six (6) months, using current forms. (The LAC/LAMFT is responsible for sending the forms to the Board; the supervisor is responsible for verification that the information is accurate and that the supervisee submitted the completed forms when due.)
- 5) Maintain current records regarding the supervision in supervisor's files: i.e., supervision sessions, dates, fees, notes of supervision topic, etc...
- 6) Keep copy of Supervision Agreement, Client Contact Hour Reports, and Evaluations as submitted to the Board.
- 7) Observe and stay aware of LAC/LAMFT personal professional development through:
  - a. LAC/LAMFT awareness of recent changes in the field
  - b. Professional LAC/LAMFT association with peers

- c. LAC/LAMFT activity in professional organizations
  - d. LAC/LAMFT attending professional workshops
  - e. LAC/LAMFT self-report of mental/emotional development as a counselor
  - f. LAC/LAMFT knowledge/skills of techniques
  - g. LAC/LAMFT development of a professional self-identity.
- 8) Be aware of each one of LAC/LAMFT cases, tracking critical cases closely. Provide feedback to the LAC/LAMFT regarding his or her progress as a counselor (verbal and written): encouragement, redirection, successes, developmental needs, etc.
  - 9) Be familiar with LAC/LAMFT work setting. (Example: visit the site at least once early in the supervision process, and periodically for the duration of supervision.)
  - 10) Be aware of LAC/LAMFT performance and reputation on site.
  - 11) Be aware of LAC/LAMFT workplace personnel evaluations.
  - 12) Notify the Board if the supervisee does not report for supervision or if you terminate the supervision agreement/plan because you have no contact with the supervisee. The notification should only be sent after the supervisor has made every effort to locate the supervisee and resolve any problems. The Board will then notify the supervisee to cease/desist practice until the issue is resolved.

### **Supervisor's responsibilities to LAC/LAMFT**

- 1) Maintain availability to the LAC/LAMFT (i.e., have regularly scheduled appointments for supervision appropriate to the Phase of the LAC/LAMFT's license, *at least once per week when possible* in addition to availability to the LAC/LAMFT as needed.
- 2) Return telephone calls and emails as promptly as possible.
- 3) Exchange information and arrange with the LAC/LAMFT how each of you can contact the other in emergencies.
- 4) Provide LAC/LAMFT with a temporary contact who is a licensed supervisor when you are going to be unreachable, such as, during an illness or on vacation. Clarify to the LAC/LAMFT that the temporary contact is consultant and is not the LAC/LAMFT supervisor for CCH.
- 5) Provide the LAC/LAMFT with a means of contacting you in case of a serious need with his or her cases even though he or she has access to a temporary consultant.
- 6) Be honest and open in evaluations and feedback.
- 7) Model being a professional Counselor/Therapist.
- 8) Model professional involvement in area/state and/or national levels.
- 9) Model and share awareness of current developments in the counseling/therapy fields.
- 10) Ensure LAC/LAMFT is aware of supervisor's personal theory of supervision and counseling without pressuring the LAC/LAMFT to accept the supervisor's theory.
- 11) Help LAC/LAMFT develop his or her own theory and approach to counseling.

- 12) Be knowledgeable of ArBOEC Board Procedures, Rules/Regulations, and Laws that affect the profession.
- 13) Interact with LAC/LAMFT and other counselors in a professional manner.  
(Caution: Some supervisors develop more 'mentor' or 'friendship' relationships with their supervisees as the supervisee gets closer to becoming an 'equal' in the field.
- 14) The supervisor should always remember the legal/ethical responsibilities of the supervisor in relation to the supervisee. The Supervisor should be aware of the influence he or she has over the supervisee due to the mentoring type of relationship the two have developed. The relationship of the supervisor/supervisee is still somewhat like the hierarchical relationship of the therapist/client because of the supervisee's history with the supervisor.)
- 15) Provide LAC/LAMFT with guidance/awareness of procedures/practices required to petition for the LPC/LMFT license.

## SUPERVISION INFORMATION FOR LAC'S AND LAMFT'S

The Arkansas Board of Examiners in Counseling is committed to quality supervision being offered to LAC's and LAMFT's in our state. The enclosed information is intended to clarify the standards for supervision as expected by the Board of Examiners.

Supervision shall be provided at the appropriate Phase ratio of face to face direct contact:

Phase I: 1,000 hours at the ratio of 1:10 (1 hour of supervision for each 10 client contact hours).

Phase II: 1,000 hours at the ratio of 1:15 (1 hour of supervision for each 15 client contact hours).

Phase III: 1,000 hours at the ratio of 1:30 (1 hour of supervision for each 30 client contact hours).

Fifty percent (50%) of supervision hours may be done in a group setting if the group does not exceed five persons.

Examples of unacceptable supervision are telephone, fax, or e-mail communications. The fee and method of payment for supervision should be in writing, and copies retained by the supervisor and the supervisee. Billing supervision hours to health insurance's or HMO's is unethical and illegal. The Board strongly recommends that LAC's and LAMFT's carry liability insurance.

These guidelines are designed to:

- inform you of what you can expect in supervision
- assist you in seeking to contract with a Board Approved Supervisor
- ensure that your supervision experience is effective, and
- facilitates your personal and professional growth

Should you have any question, please contact the Board office at:

Phone: (870) 901-7055

E-Mail: [arboec@ipa.net](mailto:arboec@ipa.net)

# **NATIONAL CLINICAL MENTAL HEALTH COUNSELING SELF-ASSESSMENT (NCMHCE)**

## **OPTION INSTEAD OF ORAL EXAMINATION**

### **WITH LAC PETITION FOR LPC LICENSE**

The NCMHCE option is available for any LAC who petitions for Licensed Professional Counselor license upon completion of the required supervised Client Contact Hours (CCH) as a Licensed Associate Counselor or a Licensed Associate Marriage and Family Therapist.

The LAC may petition the board to take the NCMHCE with the approval of the contracted supervisor. When approved, the applicant may apply to NBCC and take the NCMHCE upon completion of 2500 CCH's of the required supervision. The passing score will be the national cut score.

No Oral Examination will be required IF the LAC petition's to become a LPC UNDER the NCMHCE option. When the passing score on the NCMHCE, all supervised CCH'S are completed and documented, revised statement of intent and LPC license fee are received, the LPC may be issued and supervision may cease.

If the LAC/LPC applies for the Arkansas Clinical Mental Health Counselor License and has completed the NCMHCE OPTION, the applicant must come for an oral interview with the Board for the Specialization License.

The information is to be placed in THE LAC packets. Test dates will be the same as the dates established for the NCE and all examinations will be administered by NBCC. The candidate will send test application and test fee directly to NBCC.

All LAC's and supervisors will be notified of this change immediately. The information will be placed on the web under Supervision policies.

NBCC will accept the scores on the Arkansas NCMHCE if the individual applies for national certification by NBCC as a Clinical Mental Health Counselor. The individual will not have to repeat the examination.

**EFFECTIVE OCTOBER 1, 2002.**

## **SUPERVISEE INFORMATION**

### ***Definition of Supervision***

Bernard and Goodyear (1992) define supervision as an intervention provided by a senior member of a profession to a junior member of that same profession. This relationship is evaluative, extends over time, and has the simultaneous purpose of enhancing the professional functioning of the junior member, monitoring the quality of professional services offered to the clients he or she sees, and serving as a gatekeeper for those who are to enter that particular profession.

## **RECEIVING SUPERVISION**

### **Supervisee's Responsibilities**

1. Decide to be supervised – seek supervision actively and not only because it is required.
2. Schedule regular supervision and use supervision as needed in crisis.
3. Provide supervisor with information about cases, especially those that are difficult.
4. At all times, safeguard the communication of your clients in a confidential manner.
5. The focus in supervision should be skills; that is, process, conceptualization, personalization, and professionalism.
6. Actively seek feedback from your supervisor.
7. Do not ask your supervisor to be more than a supervisor, that is, to be your counselor or friend.
8. Be clear in your own mind what you expect from your supervisor and discuss your expectations with him/her.

### **Focus of Supervision**

In order for the learning and refining of skills to occur, there are certain elements that must be present. Supervisees must be mentally and emotionally prepared for supervision.

## **Process**

1. Give yourself permission to be a learner, that is, identify your own learning needs.
2. Be open to input from your supervisor.
3. Be willing to make mistakes and to talk openly about them with your supervisor.
4. Be willing to admit your ignorance to yourself and to your supervisor.

## **Process/Personalization**

1. Express to your supervisor your reactions toward your client and toward your supervisor.
2. Be ready to focus not only client dynamics, but also your dynamics as a counselor and as a person.
3. In supervision, your personal issues may be identified; that is, getting involved with clients may open up some of your own psychological wounds. Your supervisor may focus on the problem areas, but must not provide therapeutic counseling. You should seek therapeutic counseling or work through the issues with someone outside of the supervision relationship.
4. When you have conflicts with a supervisor, it is a good idea to discuss them and do all you can to work through them. If the conflicts cannot be resolved, seek supervision elsewhere.

## **Conceptualization**

1. Evaluate yourself before each supervision session.
2. As you enter each supervision session, be prepared to use your time productively, you should leave with a sense of direction.

## **Professionalism**

1. Trusting your supervisor is critical.
2. When contracting for supervision, clarify the content and format of supervision.
3. While under supervision, try different styles. Learn from others and listen to your own inner voice in order to develop your own style.
4. Consider changing supervisors over the course of time. Experiencing different supervisory styles may be beneficial – you may get information that seems crepant; that is, content, focus, or technique – consider the processes as alternatives rather than as right or wrong.
5. If your supervisor is not keeping your supervision agreements, be assertive and persistent to ensure that your needs are met. You also have the right to change your supervisor at any time during your supervision.

**The key to maximizing supervision experience is to invest additional energy between supervision and subsequent counseling sessions.**

## **Context of Supervision – Methods of Supervision**

1. Simulation
  - role play
  - supervisor takes on a teacher role with focus on process skills
2. Live Supervision
  - supervisor actively participates during counseling through: phone-in, call counselor out of session, come to session at prearranged time, or bug-in-the-ear
  - allows supervisor to redirect the session
  - supervisor takes on a teacher role with focus on process skills
  - allows for maximizing supervisees learning needs and therapy needs of client
3. Audio/Video Tape and Live Observation
  - observe supervisee in practice then provide supervision
  - observation is most threatening; supervisee is vulnerable; there must be trust
  - supervisor takes teacher and “counselor” role in order to be sensitive to supervisee’s fears and anxieties
  - place focus on process and on personalization skills



#### 4. Self-Report

- supervisee is in control of what is reported
- a drawback: self-report does not allow the supervisor to help the supervisee on blind spots
- supervisor primarily takes on a consultant role
- focus is on conceptualization and personalization

#### 5. Individual Supervision

- Focus exclusively on one supervisee
- Deal with any one of the four skills
- Use any of the three roles
- Use primarily teacher and consultant

#### Group Supervision

- Present cases and group discussion
- Allow learning from other cases
- Deal with all four skills with emphasis in conceptual and professional roles
- Minimal counselor/therapy role

### **Ethics of Supervision**

1. Your clients must be aware that you are a Licensed Associate Counselor or Licensed Associate Marriage and Family Therapist under supervision.
2. Your clients must be informed that sessions will be taped. Clients must also be told how the tapes will be used. Counselors must obtain a signed release of information from clients prior to viewing the tape with the supervisor.
3. Your clients must know that their cases may be discussed in supervision with other supervisees.
4. Supervisee **must** receive regular supervision for **all** client counseling.

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